

Annex 10 - Instructions for submitting the abstracts

INTRODUCTION

INEBRIA is a network of people with common interests and aspirations for brief interventions. Our aims and objectives require us to help raise standards of brief interventions research.

At this stage in INEBRIA's development, the network would like to be as inclusive as possible and conferences are perhaps the best way INEBRIA has to raise the quality of research by enabling people to learn from more experienced researchers and make valuable contacts. Thus, these submission rules are not meant to prevent people from attending our conferences but we do encourage you to submit worthwhile pieces of work of sufficient quality to warrant international attention, and thus as far as possible, meet the standards of prestigious peer-reviewed journals

Abstracts on any aspects of screening and brief interventions (SBI, also known as Early Identification and Brief Intervention (EIBI)) *for alcohol and other drugs use* are welcomed.

Three types of abstracts will be considered (300 word limit—see submission form):

- Research
- Program (clinical or educational) evaluation
- Workshops or experiential or theory-based/generating

1 and 2 Research and program abstracts must include an introduction, a description of the methods, results (even if preliminary) and conclusions.

Note: It is generally not acceptable to state that results are pending without at least providing some preliminary findings. In unusual cases the review committee may accept abstracts of studies that will have very important results that will only be available at the time of the meeting but not at abstract submission time. In such cases, the author should make a very convincing case that major late-breaking results are imminent and will be available and presented.

Workshop and experiential or theory-based/generating abstracts are meant to provide an opportunity for participants to share learning in a less formal and less structured way. This format may be most appropriate for those wanting to share developing thinking on clinical or training experiences, exploration of theory relevant to SBI, qualitative insights gained from implementation, delving into mechanisms of change, and methodological challenges and solutions. These abstracts will include an aim, the question(s) to be addressed, a summary of the anticipated presentation, and conclusions. They will not be eligible for the best abstract selection.

When reviewing, special attention will be paid to the following criteria:

- Clarity (interpretability)
- Originality
- Importance to the field of brief intervention

Individual abstracts

Abstracts submitted individually will be considered for oral or poster presentation (you may choose to have your submission considered for oral, poster, or either). Due to limited time in the conference program, submitting an abstract for consideration for oral presentation only may decrease the likelihood of acceptance.

Oral presentations will be strictly limited to 10 minutes in length followed by an additional 5 minutes for questions. In some years three individual research or program abstracts will be chosen for presentation in a Best Abstract Plenary session. Abstracts submitted as part of symposia are not eligible since by definition they will be presented as part of a symposium. Workshops and experiential or theory-based/generating abstracts are also not eligible for the best abstract plenary.

Poster presentations: An author must be present to display and discuss the poster. Posters will be evaluated for awards during the poster session.

We welcome abstracts on the following topic areas, although anything relevant to alcohol SBI will be considered.

Symposia

A symposium is 90-minute session presented based on a coordinated submission of abstracts that are related. A symposium presentation includes:

- An introduction
- 4 oral presentations based on submitted abstracts
- And a discussion

Each component is 10 minutes total and 5 minutes for questions.

The introduction and discussion may be done by one or two people, who may or may not be presenters of abstracts submitted, one of whom will likely be the Chairperson of the symposium. A Chairperson may only lead one Symposium proposal.

The symposium Chairperson submits a symposium proposal that includes:

- The title of the symposium
- List of the lead authors and titles of the abstracts included in the symposium proposal
- The names of the people providing the introduction and leading the discussion
- Summary of the goals for the symposium (approximately 300 word limit-see submission form)

Note: ****EACH ABSTRACT MUST BE SUBMITTED INDIVIDUALLY** (in addition to and separate from the symposium proposal), **INDICATING THEY WISH TO BE PART OF A SYMPOSIUM AND PROVIDING THE SYMPOSIUM TITLE AND CHAIRPERSON'S NAME.**

Workshops

Workshops should be interactive and encourage active attendee participation. Proposals should describe the learning objectives for the workshop and the anticipated content and learning methods.

Examples of workshops include:

- Sessions for learning brief intervention skills
- Discussing implementation of brief interventions
- Discussions of research methodology issues
- Demonstration of educational material
- Demonstration of Information Technology tools utilized for conducting brief interventions

The key consideration for workshop selection (aside from relevance to alcohol or drugs brief interventions) is that the topic or approach proposed is best suited for small group interactive learning. In addition, workshops may be appropriate for brief presentation and discussion of preliminary findings from clinical, educational and research programs that are better discussed in this format than in abstract format.

Workshops will be 90 minutes in duration.

Funding Declarations and Conflicts of Interest

For all types of abstracts full information on all relevant funding sources must be provided and a statement on possible conflicts of interest must be included. Where no such conflicts exist, author should state this. Studies funded directly or indirectly by the alcohol industry will not be accepted.